



STATEMENT OF WORK
(Recruitment, PSC Duties, and Performance Reviews)

PSC Position Title	Human Resources Specialist
Reports To	Deputy Director of Management & Operations
Supervises	N/A

Required Qualifications:

- Education: Bachelor's degree in Human Resources, Business Administration, Social Sciences or related field
- Experience: Three (3) years of experience in Human Resource Management in a dynamic environment
- Broad knowledge and experience in employment law, compensation, organizational planning, organization development, employee relations, and training and development.
- Fluent in written and spoken English.
- Strong computer and organizational skills, specifically Microsoft Word, Excel, Outlook, and PowerPoint.
- Strict adherence to ethical standards of confidentiality and professional conduct.
- Proficient understanding of Tanzanian Labor laws.
- Excellent communication, interpersonal, and problem-solving skills.
- Ability to work independently with little supervision; good organization and time management skills; willingness to take the initiative; excellent teamwork skills; strong service attitude; personal integrity; strong cross-cultural skills; strong interpersonal skills and strong interest in Tanzania's development. In addition, the candidate should be flexible, highly organized, creative and able to multi-task.
- Ability to work on a team and maintain good working relationships with Peace Corps staff (U.S. and Tanzanian) and Volunteers.

Preferred Qualifications:

- Education: Advanced degree in Human Resources Management
- Experience: Five (5) years of experience in Human Resource Management in a dynamic environment
- Familiarity with U.S. Government financial and contract management procedures.
- International NGO/non-profit or cross-cultural experience

1. Background

The mission of Peace Corps worldwide is to promote peace and friendship. The Peace Corps is unique among service organizations because Volunteers live and work at the community level – they live side by side with community members in locations where many development agencies rarely reach. Peace Corps was invited to Tanzania in 1961. More than 3200 Peace Corps Volunteers have served in rural communities throughout the country working side-by-side Tanzanians in health education, secondary education, and agriculture. The work of a Peace Corps Personal Services Contractor (PSC) is essential for a successful program and therefore does not limit itself to the role. Active support of the Peace Corps mission and goals is paramount to the job.

2. Objective of the Position

Under the direct supervision of the Deputy Director of Management and Operations (DDMO), the **Human Resource Specialist (HRS)** coordinates all personnel actions for Peace Corps Tanzania in accordance with Post-specific and United States Government policies. The contractor is responsible for developing and assuring implementation of the human resource policies, systems

and procedures, providing technical support for staff development and capacity building as well as ensuring compliance with PC policy while respecting local labor laws.

The HRS facilitates the recruitment, orientation, and support of employees throughout their contractual period in addition to working closely with the DDMO on a wide variety of tasks in a busy and diverse setting. The contractor serves as the principal advisor to Post management on all personnel related issues and is the point person for all benefits related matters.

3. Tasks & Deliverables

Recruitment and Selection

- Coordinates all recruitment procedures including developing and posting announcements, organizing interview panels, scheduling interviews, and reviewing candidates for minimum qualifications.
- Provide guidance to supervisors and staff regarding accurate and updated Statements of Work.
- Organizes, performs, and coordinates orientation and induction program of new hires.
- Primary POC to staff for benefits, such as health insurance and insurance card issuance/renewal or any related issues.
- Trains new staff members in office procedures.
- Maintains high level of contact with relevant labor officials in the Government of Tanzania.
- Coordinates the processing of security clearances with Regional Security Office at US Embassy for new staff as well as the recertification for current staff, including tracking of security clearance expiration dates.

Personnel Management

- Assists with staff capacity analysis and works with DDMO and DMO to determine where skills gaps exist to formulate management strategies.
- Ensure timely and complete mid-year and annual performance reviews for all staff.
- Maintains knowledge of, and updates staff and management on contract regulations, personnel policies, benefits coverage, Tanzanian Labor Law, and United States Embassy Local Compensation Plan while updating documents as necessary.
- Liaise with local labor lawyer as needed.
- Serves as primary advisor to management and staff point of contact for all HR/personnel related matters.
- Manage process for all personnel actions related to Annual Leave, Maternity Leave, Special Leave, sanctions, dismissals, resignation, retirements, etc.
- Works with CD, DMO, and DDMO on developing and implementing Post policies around staff awards and recognition.
- Tracks staff anniversaries and coordinate the awards programs as stipulated in the Peace Corps staff handbook.
- Work with CD, DMO, and DDMO to conduct periodic social audits of staff morale and wellbeing and propose measures to retain talented staff.
- Ensures that all necessary medical exams are up to date for concerned staff.
- Implement and/or develop HR management policies, procedures, and systems.
- Maintains up-to-date PC/Tanzania Organizational Chart.
- Reviews and updates the PC/Tanzania Staff Handbook as-needed, and at least annually.
- Maintains a customer-focused approach to all responsibilities.
- Provides regular communication to staff on HR policies and procedures.

Contract Management

- Under direction from the DDMO, prepares and determines all relevant information to be included in Personal Service Contracts, including estimated costs of contracts, fiscal coding, correct clauses and attachments, and assuring all requirements, such as security clearances, are met both before and during the contractual period.

- Coordinates with the department hiring the contractor to ensure that a Statement of Work and other necessary requirements are included in the contract. Ensures that the contract is prepared and is signed by the Contracting Officer and the contractor prior to the incumbent's first day of work. Ensures that contract payments are processed per terms stated in the Personal Service Contracts.
- Prepares obligation/de-obligations for all contracts along with payment invoices as needed.
- Ensures close out of all Personal Service Contractors (PSC) contract file obligations. Ensures that all PSC contracts have on file the completed contractor's release statement upon completion of contract.
- Completes in a timely manner all required periodic contractual obligation reviews and reporting.
- Initiates and prepares contract amendments as needed.
- Upon execution of each contract, ensures that copies are distributed to the contractor/vendor and contract file.
- Ensures that all personnel contract files are up to date, arranged and filed per PC guidance/regulations.
- Prepares monthly payroll for all contractors, ensuring signatures are obtained and payments are made on time. Answers employee questions regarding payroll payments. Works closely with PST staff regarding all salary financial matters during the training period.
- Liaises with Human Resource Management System (HRMS) and Acquisitions and Contract Management (ACM) staff at Headquarters on all payroll issues, including new employee contracts, changes in benefits, contract modifications, etc. Calculates any pension/severance as needed and submits to Peace Corps Washington (PCW).
- Using OdyWeb application calculates and submits for DMO approval all non-recurring PSC payments such as LWOP, bonuses, awards, overtime, etc.
- Manages annual contract renewal process in a timely manner and monitors staff contract status, providing contract termination notice to staff as necessary.
- Manages contract termination procedures for all staff except USDHs, including calculating severance and other payments and preparing letters for CD or DMO's signatures
- Liaise with the National Social Security Fund (NSSF), health and life insurance providers, or any other relevant organizations receiving allotments from staff on all administrative issues.
- Familiar with the Peace Corps Manual and Overseas Contract Officer Handbook as it relates to personnel and contract management.

Staff Training and Development

- Coordinates all employee development programs in collaboration with respective employees and supervisors.
- Conducts staff training and manages staff development plans.
- Together with CD, DMO, DDMO, and other relevant staff, creates an inclusive focus of learning for supervisors to provide timely and consistent support so that all staff can realize their potential.
- Works with Senior Staff to ensure that managers create a clear connection between performance management and professional development.
- Identifies local trainers/coaches to assist with the delivery of training and learning events for staff, especially in relation to professional development.
- Assists in identifying professional development opportunities. Provides coaching to staff on an as-needed basis and delivers coaching workshops to supervisors and other staff as necessary.
- Ensures that the themes of intercultural competence, diversity, equity, and inclusion are integrated into the recruitment, selection, and training of staff, and that staff are coached to meet Volunteer needs in these areas.

Administrative and Financial Support

- Ensure complete confidentiality regarding all information related to Peace Corps Staff and Volunteers, including Peace Corps Tanzania operations.

- Cross-functional coordination of all staff issues in the various departments for effective employee satisfaction.
- Responsible for the administrative preparation of all emails and supporting documents required for various personnel actions. Such actions shall be handled with utmost discretion and tact. Necessary paper work documenting the action shall be carefully prepared and reviewed to ensure the information is complete and in accordance with Peace Corps Manual Sections and that the sensitivities of the individual involved are maintained. The contractor shall ensure that required supporting documentation from other staff is submitted accurately and timely. Any problems encountered shall be brought to the immediate attention of the supervisor.
- Prepares official correspondence to offices and institutions such as banks, Embassies, etc for PC employees and contractors.
- Process and request vendor identifications for staff by submitting to Peace Corps Washington.
- Attends all admin sessions concerning IPBS and other Budget sessions.
- Performs other duties as assigned by the DDMO, DMO, or CD.
- Serves as Primary Time & Attendance
- Backup to Administrative team members for payments (Disbursements, Non-Cashier Liquidations, etc.)

4. Standard Roles and Responsibilities

A. OMH: Occasional Money Handler may be requested to courier cash and /or purchase orders to various vendors who furnish supplies and/or services to PST/IST training site, or other locations as directed by the Contracting Officer. The PSC may also be requested to courier cash to PC trainees or volunteers. The PSC will not be functioning as a procurement or disbursing official but will only be acting as an intermediary between the Contracting or Disbursing Officer and the recipient. In the case of dealing with vendors, the PSC will not exercise any procurement discretion concerning the supplies or services to be purchased or the cost limits of these purchases; these will be determined by the Contracting Officer.

B. Safety & Security:

All members of the Peace Corps staff must be familiar with the Emergency Action Plan, their responsibilities in the event of an emergency, and with the procedures for reporting and responding to safety and security incidents.

The duties and responsibilities, particularly as they concern Volunteers and Trainees, include, but are not limited to, the following:

- Immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and CD. Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.
- Acts as “Duty Officer” (DO) as assigned: A DO is “on call” 24/7 for a one-week period, is restricted from travel during that period, and must be available through the DO cell phone at all times. The DO works closely with the Safety and Security Officer.

5. Inherently Governmental Functions:

- **Alternate Cashier:** May be designated an alternate cashier after consultation with OCFO/GAP, pending final approval by Comptroller and Global Financial Services (CGFS) Charleston or Bangkok. Responsibilities as a cashier include performing limited cash disbursements as directed by the Director of Management and Operations, proper disbursing and collecting of funds, proper accounting for funds advanced, safeguarding funds advanced, and accepting personal responsibility and financial liability for funds after successful completion of the requisite training for performing cashier duties. (See [MS 760](#) and [OFMH 13](#))

- **Purchase card holder:** May be an authorized holder of a purchase card after successful completion of the requisite purchase card training and receipt of a Delegation of Purchase Card Authority letter issued by the Senior Procurement Executive. Must adhere to the limitations contained in the Delegation of Purchase Card Authority and follow all instructions provided by OCFO/Acquisition and Contract Management (OCFO/ACM), including policies and procedures contained in [MS 731](#) and the [Overseas Financial Management Handbook \(OFMH\)](#), in execution of purchase cardholder duties and responsibilities. (See [OFMH 67](#) and [68](#))
- 6. Expectation:** The candidate must be able to meet the above job duties within 6 months of employment.
- 7. Logistics & Level of Effort & Duty Station**
Duty station is the Peace Corps office in Dar es Salaam. Contractor performs duties during a 40 hour work week. The typical work schedule is 7:30 am to 5:00 pm, Monday through Thursday and 7:30 am to 11:30 am on Friday. Staff may be required to be on-call, or work extra hours on a regular bases during certain times of the year and as required to meet the needs of the Peace Corps mission.